

**Role Description for Children and Families Minister with special responsibility for under fives and outreach to families. (Under 5s and Families Outreach Minister)**

**Salary £24,500pa. Advertising for 20 to 40 hours per week post pro rata. Full time preferred.**

Walton on Thames is a Parish with a large number of young families. Across our two churches, St Mary's and St John's, are four congregations with varied worship styles and a total of 277 children on the register of which 55% are pre-school.

We are currently seeking God for his direction for the church at this stage in its journey. The joint vicars have brought fresh enthusiasm since their arrival in 2016. We are excited to see how God continues to guide this large parish. We are a praying people who want to play our part in God's mission to the world. We have many young families who are attracted to the area by a good Church of England Primary school and we are keen to encourage them to become families of faith.

**Job Specification**

**Role Summary**

Reporting to the Vicar, and working with the Curate and Children and Youth Minister, this post has two areas of special responsibility:

- a) Ministry to families with children under 5 years old: oversee the provision of Sunday school in both churches, recruit volunteer leaders and helpers from the congregation and work with the Toddler Praise leaders and team;
- b) Develop outreach ministry among local families, building on the existing Toddler group, Messy church and Holiday club.

There is huge scope for developing this new role. Following the adoption of a new Vision, there will be scope for working with the church leaders to develop a strategy for ministry to Children and families. The church is committed to the leadership development and Christian growth of all employees and volunteers.

**Person specification**

The successful candidate will

- Be able to bear witness to a love of Jesus, a prayerful discipline and a committed participation in the church of which they are a part. They will be open to the work of the Holy Spirit, with a belief in the authority of Scripture in all matters relating to life and doctrine.
- Have demonstrable experience with children aged 0-5.
- Have some experience of outreach ministry to families.
- Have some formal qualifications, although we value Christian maturity over and above formal qualifications.
- Have a commitment to serving the mission of the church in the world with a desire to see children come into the church and grow in God.
- Be keen to take initiative in creating contacts and building on existing relationships with families in the parish.
- Have excellent personal organisation and self-motivation.
- Have a track record of working well within a team with ability to organise others in a collegiate and inclusive way and encourage team members in their faith and develop them in their ministry.
- Be approachable to parents as well as children.
- Be creative, flexible with a positive attitude.
- Be enthusiastic and prepared for a challenge.

### **Key Activities**

- Work with the vicars, curate and Children and Youth minister, administrator and Lay Ministers as part of a fully functioning Christian team.
- Take responsibility for the Sunday children's ministry for children aged up to 5 enabling children to have an appropriate experience of Christian love, fun and foundations in faith.
- Recruit and train volunteers, offer ongoing pastoral care, encouraging their spiritual growth. Ensure that appropriate screening of children's workers and leaders is done before placing them in ministry
- Ensure full compliance with the Children's Safeguarding policy
- Support the existing Toddler Praise leadership and work with them to develop a coherent outreach strategy to young parents
- Develop a coherent outreach strategy together with church leadership to reach out to families and children across the parish which currently includes Toddler group, Messy church and Holiday clubs
- Be part of the team that plans and runs the monthly All-Age Worship services
- Build up links with the local primary schools in consultation with the vicar, including taking some school assemblies
- Be the point of contact for liaison with local church children's leaders and the Diocese

### **Terms & Conditions**

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- 4 weeks annual leave pro rata.
- No Bank Holiday entitlement, but additional holiday of 2 weeks is given in the week following both Christmas and Easter in lieu of Bank Holidays.
- This post has flexible working hours and requires regular evening work. All staff have at least one regular day completely free of commitments.
- Expenses will be reimbursed as authorised by the Vicar.

Funding is available for this post for an initial contract of two years, extendable by mutual agreement and subject to continuity of funding.

This post is subject to a probationary period of six months and is subject to an enhanced DBS check.

**This post is open to committed Christians as a Genuine Occupational Requirement in order to fit with the ministry and ethos of Walton on Thames Parish.**

It would be expected that any successful applicant would be fully involved in the life of the church, attending Staff meetings and regular morning prayer meetings, as well as Sunday worship.

### **Application Process**

Please email [cathy@waltonparish.org.uk](mailto:cathy@waltonparish.org.uk) for a Job Application Pack. Please return your application form along with your completed Equal Opportunities monitoring form. **The completed forms should be sent to Rev Cathy Blair** by email or by post to Parish Office, St Mary's Church, Church Street, Walton-on-Thames, Surrey. KT12 2QS.

The **closing date** for applications is **9am Monday 11<sup>th</sup> December**.

Interviews will be on **Saturday 16<sup>th</sup> December 2017**(tbc).

You will be advised on the progress and outcome of your application.